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Overview

Standard Generalized Markup Language (SGML) is an international standard that provides a mechanism for defining and tagging elements of information within documents. SGML applications provide the necessary structure for exchanging information among various hardware platforms and software packages.

In a step towards becoming SGML-compliant, SPECSINTACT uses a tagging scheme (a descriptive markup system) that separates and identifies the logical elements of the specifications. Angle brackets are used as tag delimiters. a tag open delimiter '<', a tag close delimiter '>', a keyword, and optional attribute information. i.e., <key attribute = 1>. Most tags have an open tag <key> and a close tag </key>.

Key elements of the Master Text section files are annotated with the SPECSINTACT SGML tagging scheme.

SGML Specifics

In the first line of every SGML file there is a DOCTYPE tag that holds information regarding rules that should be followed i.e., <!DOCTYPE SEC SYSTEM "SECTION.DTD">. This tag tells the system to follow the rules of the section document type declaration file (the SECTION.INI file stored in the WINDOWS directory). Therefore, every file that contains identical DOCTYPE tags will follow the same rules. For example, when you change the characteristic (margin, font, etc.) of a tag in one file you have changed it for every file that uses that document declaration type. This information is not viewable in the SGML Editor.

Each tag has it own structure. Some tags can appear anywhere in the file but most tags can only appear embedded in other tags. For instance, a subpart tag <SPT> can only exist within a part tag <PRT>. The rules that pertain to a tag can be found in the "Rules" section of the .INI file. It is a good idea to always validate the document while you save; an invalidated document will work unpredictably in the SPECSINTACT system.

SPECSINTACT SGML Tags

SPECSINTACT SGML tags are used to separate and identify the logical elements of specification files (section files). The tagging vocabulary used by SPECSINTACT is outlined below. The SPECSINTACT SGML tags are listed in alphabetical order. A brief description of each tag is provided.

The list of **SPECSINTACT SGML** Tags provides a quick link (click on the Tag Name) to the Tag Descriptions, you may also scroll down and browse the entire list.

<u>TAG</u>	<u>Description</u>	<u>TAG</u>	<u>Description</u>
<u>ADD</u>	Additions (Revisions)	<u>OTH</u>	Other File
<u>&AST</u>	Asterisk Bars	<u>PGE</u>	Page Break
<u>CHG</u>	Change Notice	<u>PRT</u>	Part
<u>DEL</u>	Deletions (Revisions)	<u>REF</u>	Reference
<u>DOC</u>	Document File	<u>RID</u>	Reference Identifier
<u>DTE</u>	Section Date	<u>RTL</u>	Reference Title
<u>&END</u>	End of Section	<u>SBM</u>	Submittal
<u>ENG</u>	English	<u>SBS</u>	Subscript
<u>&EOD</u>	End of Document	<u>SCN</u>	Section Number
<u>HDR</u>	Header	<u>SCP</u>	Section Scope
<u>HL1</u>	Highlight One (Default: Underline)	<u>SEC</u>	Section File
<u>HL2</u>	Highlight Two (Default: Italic)	<u>SPS</u>	Superscript
<u>HL3</u>	Highlight Three (Default: Bold)	<u>SPT</u>	Subpart
<u>HL4</u>	Highlight Four (Default: Center)	<u>SRE</u>	Section Reference
<u>&INC</u>	Include	<u>STL</u>	Section Title
<u>ITM</u>	Item	<u>SUB</u>	Submittal Key
<u>LST</u>	List	<u>TAI</u>	Tailoring Option
<u>MET</u>	Metric	<u>TBL</u>	Table
<u>NED</u>	Need Lines	<u>THD</u>	Table Header
<u>NPR</u>	Note Paragraph	<u>TOC</u>	Table of Contents
<u>NTE</u>	Note	<u>TST</u>	Test Requirement
<u>OAD</u>	Organization Address	<u>TTL</u>	Title
<u>ORG</u>	Organization	<u>TXT</u>	Text

The SPECSINTACT Format

To utilize SPECSINTACT features, some basic format guidelines must be followed.

It is important to understand the basic SPECSINTACT **Section** structure, which conforms to the Construction Specification Institute's (CSI) standard three part format. The Sections are divided as follows:

- **PART 1 GENERAL** -- covers specific administrative and procedural requirements unique to the Section.
- **PART 2 PRODUCTS** -- describes the quality of items required for the Job.
- **PART 3 EXECUTION** -- details preparatory actions and explains how the products outlined in Part 2 are to be used in the Job.

However, the Section format for Divisions 00 and 01 have the following exceptions:

- Sections in Divisions 00 and 01 do not require the standard three Part format, but the Part and Subpart Tags must be used if the Table of Contents and Renumbering functions are to be utilized.
- Sections in Divisions 00 and 01 are not required to have the standard Part titles (GENERAL, PRODUCTS, EXECUTION) if they do not apply, but they must be handled as follows:

NASA and **ARMY** - the Part number and title must be entered with the words **Not Applicable** in parenthesis after the title.

Example:

PART 3 Execution (Not Applicable).

NAVY - The words **Not Used** must be placed at the beginning of the Paragraph text.

Example:

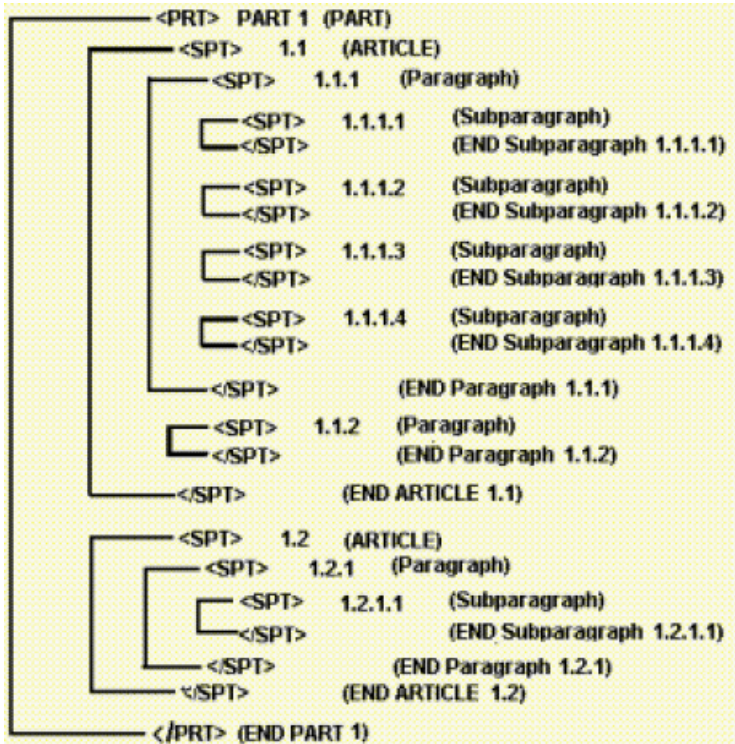
**PART 3 Execution
Not Used**

- Sections in Division 00 may have Subpart titles longer than one (1) line.

Parts are broken down into three lower Subpart levels (first digit represents the Part number):

- 1.1 **ARTICLES** (first tier, title in all caps)
- 1.1.1 **Paragraphs** (second tier, title in initial caps)
- 1.1.1.1 **Subparagraph** (third tier, title in initial caps)

With beginning and ending Tags, the structure would look like this:



To maintain this structure, certain guidelines must be followed.

- Each Part and Subpart number must begin at the left margin followed by three blank spaces before the title.
- The Subpart text will be formatted to the software defaults for the **<TXT> Tag**.
- The Section elements must be tagged in accordance with the SPECSINTACT Tagging Vocabulary

Each Section in CSI / SPECSINTACT begins with the following standard information enclosed by the beginning and ending Tags indicated:

• **Section Header <HDR >/HDR>**

Found at the beginning of each Section, this area defines the origin of the Specification, Section number, date, and superseding information.

• **Section Number <SCN >/SCN>**

The Section number designates its Division and Section under CSI / SPECSINTACT format. The first two digits of the Section number represent the Division; the last three digits represent the particular Section.

• **Section Title <STL >/STL>**

Each Section has a title that describes the content. The length of the title can be no more than 300 characters.

- **Section Date** `<DTE ></DTE>`

The Section date represents the date on which it was created or last updated. In addition, an amendment or notice date may also appear.

- **Section Text** `<TXT ></TXT>`

The Section text follows the information detailed above.

Basic Guide Lines for Tagging

As stated above all tags must be embedded (nested) in other tags. This embedding can be confusing unless you understand the SPECSINTACT Format. Not understanding the format can lead to common mistakes such as:

Interlinked Tags: This occurs when you have one set of tags overlapping another set of tags. For example -

`<CHG>`

`<TXT>`The concrete will be poured `<ENG>3 ft</ENG><MET>1 meter</MET>` thick
`<RID>ASTM C 126</RID>` and settle for Four Days`</CHG></TXT>`

Notice that the set of Change tag includes the beginning Text tag but not the ending Text tag. This is a perfect example of Interlinked tags. The other tags in the example would not cause an error because both the opening and closing tags are contained within the Set of Change tags.

Each time SPECSINTACT releases a new version of the Editor, it a little more intelligent. In most cases the Editor will not allow you to interlink tags. This situation is becoming rare.

To correct the above problem, place your cursor at the left edge of the beginning `<CHG>` tag so that it looks like this `|<CHG>` . Tap in the Delete Button on your Key Board. This will get rid of the set of Change tags. Now to reinsert the Change tag, simply highlight from the beginning Text tag to the ending Text tag (to include the `<TXT>` tags. Click on the Insert Pulldown Menu, Select Tags. Use the down Arrow next to the Name field and locate Change Notice. Click on Change Notice and then Click on OK. It should not look as follows:

`<CHG>`

`<TXT>`The concrete will be poured `<ENG>3 ft</ENG><MET>1 meter</MET>` thick
`<RID>ASTM C 126</RID>` and settle for Four Days `</TXT></CHG>`

ARMY FORMATTING REQUIREMENTS

The **Submittal Article** must be in PART 1 and entitled "**1x SUBMITTALS**" ("x" represents any number).

Submittal Descriptions, (SD## Title), are identified below the Submittal Article within list tags. Additionally, they are surrounded by a separate set of submittal tags.

Submittal Items are identified below the submittal descriptions within text tags. Additionally, they are surrounded by a separate set of submittal tags.

Currently, **Army does not** require the submittal items to be located elsewhere in the text; however if they do, they will appear **only** as a "Title" for an **Article, Paragraph, or Subparagraph**; it is not necessary to repeat the Submittal Description Number associated with it.

Tagged submittal items in the Submittal Article are consistent with those in the section text; they **are not** sensitive to upper or lower case.

When the **Submittal Register** is generated, if the Submittal Item **does not** appear elsewhere in the section, the software will insert into Column [d] (Specification Paragraph Number), the subpart number of the item located within the Submittal Article.

If the Submittal Item **does** appear elsewhere in the section (when the Submittal Register is generated), the software is **defaulted** to insert, into Column [d] (Specification Paragraph Number), the subpart number of the item located in subparts other than the Submittal Article.

Submittal Classifications are designated by inserting "**GA**" (**Government Approved**) following the submittal item, within the text tags. Additionally, they are surrounded by a separate set of submittal tags. A semi-colon is inserted following the submittal item and before the classification.

For Information Only is designated by inserting "**FIO**" following the submittal item, within text tags. Additionally, it is surrounded by a separate set of submittal tags.

Army is the only Agency that uses **FIO**. It is used when submittals **do not** require Government approval. The FIO **cannot** have a Reviewer.

Reviewer is designated by inserting "**A/E**" or any three characters, in conjunction with the Classification (GA). It must be separated from the classification by inserting a **space, comma, pipe symbol** or **dash**.

Both the Classification and Reviewer must appear following the submittal item, within text tags. Additionally, they are both surrounded by a separate set of submittal tags.

Example: Army Submittal Format

</SPT=1.2><SPT =1.3><TTL>1.3 SUBMITTALS</TTL>

<TXT>Government approval is required for submittals with a "GA" designation; submittals having an "FIO" designation are for information only. The following shall be submitted in accordance with Section <SRF>01330</SRF> SUBMITTAL PROCEDURES.</TXT>

<LST>_{SD-01 DATA}</LST>

<TXT>_{Work Plan};_{GA}

{Material};{FIO}

{Supplies};{GA|A/E}</TXT>

Each agency formats its Submittal Article differently; if **NASA** or **NAVFAC** guide specifications are used in a **Corps** project, the **Submittal Article** and Submittals throughout the section text should be modified to recognize the **Army Formatting Requirements**.

Since the **Army** and **NASA** use only ten of the nineteen submittal descriptions, and the other nine submittal descriptions are used by the **Naval Facilities (NAVFAC)**, if the **NAVFAC** guide specifications are used in a Corps project the following modifications should be made:

<u>NAVFAC SD Number and Title</u>	<u>Modify To</u>
SD-02 Manufacturer's Catalog Data	SD-01 Data
SD-03 Manufacturer's Standard Color Charts	SD-01 Data
SD-05 Design Data	SD-01 Data
SD-10 Test Reports	SD-09 Reports
SD-11 Factory Test Reports	SD-09 Reports
SD-12 Field Test Reports	SD-09 Reports
SD-15 Color Selection Samples	SD-14 Samples
SD-16 Sample Panels	SD-14 Samples
SD-17 Sample Installation	SD-14 Samples

ARMY Sample Section

<SEC>
<HDR><&AST>
DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
CEGS-02050 (September 1991)

<HL4>GUIDE SPECIFICATION FOR MILITARY CONSTRUCTION</HL4>
<HL4>Includes note relocation Special change (August 1995)</HL4>
<HL4>Includes changes through Notice 3 (August 1996)</HL4>
<HL4>Includes Text Adjustment change 2 (coding) (March 1995)</HL4>
<HL4>Latest Notice change indicated by <CHG></CHG>Tokens</HL4>
<&AST>
</HDR>

<SCN>SECTION 02050</SCN>

<STL>DEMOLITION</STL>
<DTE>09/91</DTE>

<NTE>
<&AST>
<NPR>NOTE: This guide specification covers the requirements for
<SCP>demolition and removal of resulting debris</SCP>. This guide
specification is to be used in the preparation of project specifications in
accordance with ER 1110-345-720.</NPR>
<&AST>
</NTE><PRT =1><TTL>PART 1 GENERAL</TTL>

<NTE>
<&AST>
<NPR>NOTE: This specification will be coordinated with
the appropriate sections, and the bracketed spaces
filled under paragraphs for environmental
protection, utility services, and filling of openings.</NPR>

<NPR>This specification will be edited to retain
applicable requirements and/or to add necessary
requirements to meet project conditions.</NPR>
<&AST>
</NTE><SPT =1.1><TTL>1.1 REFERENCES</TTL>

<NTE><&AST>
<NPR>NOTE: Issue (date) of references included in
project specifications need not be more current than

provided by the latest change (Notice) to this guide specification.</NPR>

<&AST>

</NTE><TXT >The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.**</TXT>**

<REF > <ORG>ENGINEERING MANUALS (EM)**</ORG>**

<RID>EM 385-1-1**</RID>** **<RTL>**(1992) U.S. Army Corps of Engineers Safety and Health Requirements Manual**</RTL>**

</REF><SPT =1.2><TTL>1.2 GENERAL REQUIREMENTS**</TTL>**

<TXT>The work includes demolition, salvage of identified items and materials, and removal of resulting rubbish and debris. Rubbish and debris shall be removed from Government property daily, unless otherwise directed, to avoid accumulation at the demolition site.**</TXT>**

</SPT =1.2><SPT =1.3><TTL>1.3 SUBMITTALS**</TTL>**

<NTE>

<&AST >

<NPR>NOTE: Submittals must be limited to those necessary for adequate quality control. The importance of an item in the project should be one of the primary factors in determining if a submittal for the item should be required.</NPR>

<NPR>Indicate submittal classification in the blank space using "GA" when the submittal requires Government approval or "FIO" when the submittal is for information only.</NPR>

<&AST>

</NTE> <TXT>Government approval is required for submittals with a "GA" designation; submittals having an "FIO" designation are for information only. The following shall be submitted in accordance with Section **<SRF>**01300**</SRF>**SUBMITTAL PROCEDURES:**</TXT>**

<LST><CHG>_{SD-08 Statements**}</CHG></LST>**

<TXT>_{Work Plan**}; _{**[____]**}.</TXT>**

<TXT>The procedures proposed for the accomplishment of the work. The procedures shall provide for safe conduct of the work, including procedures and methods to provide necessary supports.**</TXT>**

</SPT = 1.3></PRT = 1><PRT =2><TTL>PART 2 PRODUCTS (Not Applicable)</TTL>

</PRT = 2><PRT =3><TTL>PART 3 EXECUTION</TTL>

<SPT =3.1><TTL>3.1 EXISTING STRUCTURES</TTL>

<TXT>Existing structures indicated shall be removed [to grade] [to top of foundation walls] [to [_____] <MET>meter</MET> <ENG>feet</ENG> below grade]. Interior walls, other than retaining walls and partitions, shall be removed to [_____] <MET>meters</MET> <ENG>feet</ENG> below grade or to top of concrete slab on ground. Basement slabs shall be broken up to permit drainage. Sidewalks, curbs, gutters and street light bases shall be removed as indicated.</TXT>

</SPT =3.1><SPT =3.2><TTL>3.2 UTILITIES</TTL>

<TXT>Disconnection of utility services, with related meters and equipment, are specified in Section [____]. Existing utilities shall be removed as indicated. When utility lines are encountered that are not indicated on the drawings, the Contracting Officer shall be notified prior to further work in that area.</TXT>

</SPT =3.2></PRT =3> <&END>
</SEC>

Tailoring Options Concept

Tailoring Options provide an opportunity to make project specification writing and editing easier. The specification is marked up to include or exclude various requirements, thereby pre-editing a guide specification to remove requirements that do not exist in the project and simplifying customization.

Tailoring Options are portions of a section that have been marked up and labeled by the Master specification writer. These options may be removed from the section (if desired) before the section is opened in the Editor. This is a form of pre-editing. For example: If you are preparing to use the section titled Finish Carpentry and you know that you will not need any information related to Softwood Plywood, you can **remove** all information indicated by the Softwood Plywood Tailoring Option. When you open the section in the Editor, the information pertaining to plywood will already be removed and the Subpart tags would be renumbered. The title numbers would remain the same as if the plywood information was still present but the Print Jobs Options will enable you to renumber them when printing.

There are two ways to remove Tailored Options from the sections:

SPECSINTACT Training

1. Select the Jobs Main Menu, click on the Jobs pull down menu and select Tailor Job. The Tailoring Options Dialog box will appear.

The Tailoring Options Dialog Box will also appear, after adding sections to your Job, if you have checked the Tailoring Check Box on the Add Sections Screen.

That dialog box will show you all the Tailoring Options available within the sections of your Job. See option definitions.

2. In the Editor, the Tailoring Options will be surrounded by the Tailoring Tags. To remove the Tailored Items, click on View and select Tailoring Options. The Tailored Labels will appear (highlighted) in the Tailoring Options Dialog Box. By clicking on (un-highlighting) the Tailoring Options you wish not to see, the option will be hidden from view. The <SPT> tags will not renumber (at this time). The Tailoring Option will remain hidden until you Save and Exit the section. At that time they will be deleted from the section. The next time the section is opened, the <SPT> tags will be numbered correctly and the remaining Tailoring Options will still be displayed.

This method will only allow you to remove Tailoring Options within the current section, not the entire job.

NOTE: The above mentioned methods may be used at any time to remove Tailored Options from the Sections or Job.